

CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION

Board of Directors Agenda – Work Session

Wednesday, September 6, 2023

- I. Call to order
- II. Roll call
- III. Special topics
 - a. Presentation of FY 2022-2023 Audit – Zack Harmon, Capstone CPAs
 - b. Announcement of Election Results – Zack Harmon, Capstone CPAs
 - c. New Board Members - Oath of Office and Seating
 - d. Election of Officers
 - e. Board Assignments – Information Only – Assignments will be on September 18, 2023, Agenda
 - i. Committee Liaison
 - ii. Advisors
 - 1. Administrative Services
 - 2. Facility Services
 - 3. Golf Operations
 - iii. BOD Teams
 - iv. Committee Review Assignments
 - v. Proposed Calendar for BOD Meetings
- IV. A/R log Review
- V. Introduce Dan McRae – new General Maintenance Supervisor
- VI. Regular Board Meeting Agenda Review - September 18, 2023
- VII. Jefferson County Commissioners Meeting – September 13, 2023
- VIII. Vote to Adjourn to Executive Session if Needed

BOARD ASSIGNMENT DESCRIPTIONS

Advisors' Duties and Responsibilities

The Advisor is an individual Board member who is assigned yearly for specific support to each department of the Association. Advisors shall familiarize themselves with the function of their designated department, historical information pertinent to this role, and develop successful relationships with the department supervisors. There will be three advisors who will serve the following departments: Facility Services Department, Administrative Services Department, and Golf Operations.

The Advisor may assist the Ranch Manager in providing aid, support, guidance, and technical assistance as requested, and provide recommendations or possible actions for consideration, and shall serve as a resource for new and difficult situations.

The Advisor may serve as a conduit between the Board and Ranch Manager for their designated departments. They may assist the department supervisors with Ranch Manager's knowledge and support in any way requested and act as a channel for the grievance process as delineated in the Employee Handbook.

In the event of the Ranch Manager's absence, the Advisors may, with Board approval and direction, step in to assist their assigned departments in providing operational management of the Association.

Board of Director Committee Liaison

The Board of Directors will assign a Board member as a liaison to all the committees. Typically, the role of any assigned liaison is to improve communication between the Board and the committee. The liaison may not take a more active role within the committee; however, the liaison may make recommendations. Liaisons will forward critical information to the committee at the direction of the Board. The assigned liaison will not be a voting member of the committee.

Team Members

A team is a sub-group of the Board assigned specific defined responsibilities and authorized to approve in the name of the Board actions that meet the goals of the full Board, such as approving payment plans for members in collection. The team is also charged with making recommendations for the full Boards' consideration on any issue that significantly impacts the Association. The team should periodically report to the Board on its activities.

2023-2024 BOARD ASSIGNMENTS REVISION WORKSHEET

September 18, 2023

Assignment	BOD Member Assigned	Replacement BOD Member
Advisor - Administrative Services Department	Kari Vickery	
Advisor - Facilities Services Department	Mike Dries	
Advisor - Golf Operations Department	Randy Peterson	
Committee Liaison - Architectural Review Committee	Mike Dries	
Committee Liaison - Budget/ Auditing Committee	Bob Beveridge	
Committee Liaison - CC&R Review Committee	Kari Vickery	
Committee Liaison - Neighborhood Phase Rep Committee		
Committee Liaison - Parks and Recreation Committee	Bob Beveridge	
Committee Liaison - Events Committee	Sarah Woolverton	
Committee Liaison - Ranch Enhancements Committee	Mike Carey	
Committee Liaison - Alternative Funding Committee	Bob Beveridge	
Committee Member (President ex officio) - Nominating Committee	Kari Vickery	
Committee Member (Treasurer ex officio) - Budget/Audit Committee		
Officer - President	Kari Vickery	
Officer - Secretary	Mike Dries	
Officer - Treasurer		
Officer - Vice President	Ara Erdekian	
Team - CC&R Enforcement Issues	Mike Dries	
Team - CC&R Enforcement Issues	Sheryl Jones	
Team - Communications Issues	Kari Vickery	
Team - Communications Issues	Ara Erdekian	
Team - Communications Issues	Julia Randall	
Team - Communications Issues	Mike Carey	
Team - Contract Review & Insurance Issues	Sheryl Jones	
Team - Contract Review & Insurance Issues	Julia Randall	
Team - Contract Review & Insurance Issues	Sarah Woolverton	
Team - Employee Issues	Julia Randall	
Team - Employee Issues	Mike Dries	
Team - Employee Issues	Kari Vickery	
Team - Golf Issues		
Team - Golf Issues	Mike Carey	
Team - Legal/Collection of Unpaid Dues	Kari Vickery	
Team - Legal/Collection of Unpaid Dues	Julia Randall	
Team - Legal/Collection of Unpaid Dues	Ara Erdekian	
Team - Road Issues	Ara Erdekian	
Team - Road Issues	Sarah Woolverton	
Team - Security & Safety Issues	Sarah Woolverton	
Team - Security & Safety Issues	Mike Dries	
Team - Construction Committee	Julia Randall	
Team - Construction Committee	Sarah Woolverton	

FY 2023-2024 Committee Review Assignments

Committee	Assignee
Architectural Review Committee	
Liaison:	
Budget/Audit Committee	
Liaison:	
CC&R Review Committee	
Liaison:	
Parks & Recreation	
Liaison:	
Events Committee	
Liaison:	
Neighborhood Phase Reps	
Liaison:	
Ranch Enhancements Committee	
Liaison:	
Alternative Funding Committee	
Liaison:	
Committee Review Assignments	
Committee reviews are performed by Directors that are not an Advisor or Member of that particular committee. They are usually done around April or May of each year.	
See attached Committee Review Form	

BOARD COMMITTEE REVIEW

Committee Name: _____
Chair: _____
Vice Chair: _____
Secretary: _____
BOD Liaison: _____

Date of Review: _____
Number of Members: _____
How Often Committee Meets: _____
Reviewer: _____

SECTION ONE: RELATIONS WITH THE BOARD OF DIRECTORS

- ☐ YES ☐ NO ☐ N/A Work of this committee could not be accomplished as efficiently by the Board of Directors or a subset of the BOD designated by the full Board.
- ☐ YES ☐ NO ☐ N/A Committee has a charter or mission description approved by the BOD.
- ☐ YES ☐ NO ☐ N/A Committee charter or mission remains valid to the needs of the BOD.
- ☐ YES ☐ NO ☐ N/A Committee charter or mission needs some adjustment or modification.
(Describe in comments section below)
- ☐ YES ☐ NO ☐ N/A Committee reports monthly/regularly to the BOD on recommendations, concerns, or needs for additional guidance or support.
- ☐ YES ☐ NO ☐ N/A When the committee makes a recommendation to the Board, it includes language for a motion for the Board's consideration.
- ☐ YES ☐ NO ☐ N/A Committee minutes are submitted in writing in time to be included with the monthly Board Books.
- ☐ YES ☐ NO ☐ N/A BOD liaison assists in communication between Board and Committee.

SECTION TWO: COMMITTEE ORGANIZATION AND OPERATIONS

- ☐ YES ☐ NO ☐ N/A Committee's meetings are organized around an agenda provided members in advance of each meeting.
- ☐ YES ☐ NO ☐ N/A Meetings are conducted in an orderly way and follow the agenda
- ☐ YES ☐ NO ☐ N/A Committee chair is elected annually.
- ☐ YES ☐ NO ☐ N/A Committee chair makes an effort to get all committee members involved.
- ☐ YES ☐ NO ☐ N/A Committee members understand the role assigned committees in the CRR organization and their committee's mission as spelled out in its charter or the ***Policy and Procedures Handbook***.
- ☐ YES ☐ NO ☐ N/A Committee members understand they are governed by the Association's Articles of Incorporation, By-Laws and CC&Rs.

__YES __ NO __ N/A

Committee members are approved by the board or elected by the Association's membership.

__YES __ NO __ N/A

Committee members understand that their committee possesses only the authority granted to it by the BOD.

__YES __ NO __ N/A

Committee members are selected with attention to developing and maintaining the committee's experience and expertise base, as well as bringing in new people with new ideas.

__YES __ NO __ N/A

Committee understands that all communications released for publication must be approved in accordance with BOD policies prior to its release.

__YES __ NO __ N/A

The committee understands the only information that may be shared by the Association's administration, is the name, address and phone numbers of association members—but not email addresses unless specifically authorized by the member.

__YES __ NO __ N/A

Committee understands that they are not empowered to task staff members and all requests for support shall be made through its BOD liaison or the Administrator, who will arrange support and its prioritization based on staff workload and resource availability. (Note: When possible the committee should use the copier dedicated to committee use outside the main office area.)

Calendar for BOD Meetings for Balance of 2023 and 2024

MONTH	TYPE OF MEETING	DAY	NOTES
September 2023	Work Session	6	10:00am
	Regular Meeting	18	6:00pm
October 2023	Work Session	2	10:00am
	Regular Meeting	16	6:00pm
November 2023	Work Session	6	10:00am
	Regular Meeting	20	6:00pm
December 2023	Work Session	4	10:00am
	Regular Meeting	18	6:00pm
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January 2024	Work Session	3	10:00am (Moved due to holiday)
	Regular Meeting	15	6:00pm
	Joint BOD/BAC Session	24	10:00am - Budget Presentation by Supervisors
February 2024	Work Session	5	10:00am
	Regular Meeting	19	6:00pm
March 2024	Work Session	4	10:00am
	Regular Meeting	18	6:00pm
April 2024	Work Session	1	10:00am
	Regular Meeting	15	6:00pm
May 2024	FY 2025 Begins	1	N/A
	Work Session	6	10:00am
	Regular Meeting	20	6:00pm
June 2024	Work Session	3	10:00am
	Regular Meeting	17	6:00pm
July 2024	Work Session	1	10:00am
	Regular Meeting	15	6:00pm
August 2024	Work Session	5	10:00am
	Regular Meeting	19	6:00pm
	Annual Meeting	24	9:00am - Mac Park
September 2024	Work Session	4	10:00am (Moved due to Labor Day)
	Regular Meeting	16	6:00pm
October 2024	Work Session	7	10:00am
	Regular Meeting	21	6:00pm
November 2024	Work Session	4	10:00am
	Regular Meeting	18	6:00pm
December 2024	Work Session	2	10:00am
	Regular Meeting	16	6:00pm

Work sessions begin at 10:00am and regular meetings begin at 6:00pm - both are held in the Juniper Room.
 Work Sessions should be considered "as needed" to be determined by the BOD.

Calendar for Year 2024 (United States)

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AR Log for September 6, 2023

AR Log for September 6, 2023				
ACTION OFFICER (*CONTACT)	TASK	STATUS	TASK DESCRIPTION	COMMENTS
M Knoke Sheryl Jones 1	Fire Abatement Project No. 1 - CRR owned properties	On-going	To reduce fire danger, all CRR-owned property to be surveyed for junipers and other brush to be limbed up or removed working with Well Springs, CRR Fire Department and Ranch personnel.	8/7/23 - Supervisor Knoke will meet with S Harley and T Bell on August 8 to discuss areas that will need fire abatement treatment. 8/21/23 - Lions Club has received their equipment purchased with grant money. Areas are being reviewed for future abatement.
M Knoke Mike Dries 2	Fire Abatement Project No. 2 - Lower Pasture	On-going	To reduce fire danger on lower pasture. Lower pasture community garden project	7/17/23 - In talks with Charlie Smith for additional mowing in lower pasture along Chinook. Small brush hog is being used for areas around perimeter. 8/21/23 - No Change
M Knoke Mike Dries 3	Fire Abatement Project No. 3 - BLM Project	On-going	To reduce fire danger, all public lands adjoining CRR-owned properties. Ranch personnel and volunteers are working with BLM to identify areas of need. The total acreage on this project is about 1031. Areas are on the south side of the ranch and along the Deschutes River. Also 10 acres near Otter Bench Trailhead	12/5/22 - BLM is completing burning disbris piles from the thinning project. 12/19/22 - two areas left to burn before completion. - 7/17/23 - BLM has completed most unite of the Steelhead Falls project. Will continue this winter. 8/21/23 - No change
K Vickery 4	Commercial Loop Improvements	On-Going	Clean up appearance of Commercial Loop.	8/7/23 - President Vickery reported that another convex will be delivered mid-August. Sign stating "Appointment only" will be posted in front. Back fence is scheduled for late August/early September. 8/21/23 - No change

**CROOKED RIVER RANCH CLUB & MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

Monday, September 18, 2023, 6:00 P.M.

I. CALL TO ORDER: Pledge of Allegiance and Roll Call

Name		Name		Name	
Kari Vickery		Ara Erdekian		Mike Dries	
Treasurer		Sheryl Jones		Julia Randall	
Sarah Woolverton		Mike Carey		Kelly Davis	

II. CONSENT ITEMS

- a. Agenda of Regular Meeting – September 18, 2023
- b. Minutes of Regular Session – August 21, 2023
- c. Minutes of Work Session – September 6, 2023

III. COMMITTEE & STAFF REPORTS – Representatives of Committees may request to report on committee's activities since last regular Board meeting. Each person's comments will be limited to three minutes. *(Available Committee minutes and staff reports have been provided in the Board books and on the website.)*

IV. RANCH MANAGER's REPORT –

- a. Collections Report

V. OLD BUSINESS

- a. AR Log

VI. NEW BUSINESS

a. BOARD ASSIGNMENTS

i. Committee Liaison

ii. Advisors

1. Administrative Services

2. Facility Services

3. Golf Operations

iii. BOD Teams

iv. Committee Review Assignments

v. Proposed Calendar for BOD Meetings

b. Transfer Fee Discussion – Vice President Erdekian

c. Event Sponsorship Discussion – Vice President Erdekian

d. Children's Clothing Drive Discussion – Vice President Erdekian

VII. SECOND READINGS

VIII. FIRST READINGS

IX. PUBLIC INPUT - Must sign up and identify issues to speak on before meeting starts and individuals will be limited to three minutes unless additional time is allowed by the President.

X. PREVIEW OF WORK SESSION – October 2, 2023

XI. ANNOUNCEMENTS & WRAP-UP:

XII. VOTE TO ADJOURN TO EXECUTIVE SESSION IF NEEDED